FYE 2006

FREESTANDING AND CHAIN COMPONENT COST REPORT

SUPPLEMENTAL INSTRUCTIONS FOR ELECTRONIC PREPARATION

This document is intended to supplement the GENERAL INSTRUCTIONS to the freestanding and chain component cost report. It addresses the differences between the paper and electronic versions.

In general, the two versions (electronic and paper) are the same. There are, however, some differences:

- The electronic report has colored cells and white cells. The preparer should note that only the blue or yellow cells are filled out.
- The white cells are either pre-defined text or formulas.
- The electronic format has many embedded formulas and links that are designed to save time and reduce errors.
- The electronic version requires an "electronic signature", instead of one which is handwritten. (see below)

SCHEDULE CP, PAGE 1

Each cost report must be submitted with this sheet completed. In order to complete this sheet, the preparer must enter the "passcode" which was assigned to them. The passcode is entered in the cell labeled "PASSCODE:". This passcode serves as the officer's or administrator's signature.

MAPPING

This optional feature allows the preparer to import trial balance data into the cost report to save time and reduce errors. To complete this worksheet, you must first select Option A or Option B. Refer to the MAP SELECT sheet to make this selection.

Once you have selected the appropriate option, enter amounts from the provider's GL, then select or type in the relevant Chart of Accounts item to which the GL item belongs. The GL Account Number and GL Account Name fields are optional.

Once this process is complete for GL accounts, press the "Send Mapping Data to Cost Report" button. This will combine and enter the data into the cost report.

Once the preparer completes this process one time, this schedule can be "copied and pasted" every year, with current numbers, to save time.

CHECK FIGURES

This sheet was added to the electronic cost report to verify that certain figures properly equal other figures within the cost report. This sheet must be reviewed after the cost report is completed. If any set of numbers does not tie, the error should be corrected, or a detailed explanation should be provided.

SCHEDULE B-1A, PAGE 5A

Line 1 uses formulas to bring in the possible values for cost per books, however these figures may be incorrect, depending upon the methods used by the provider. If the figures are incorrect, they may be "hard-entered".

SCHEDULE B-4, PGS 16, 17

All adjustments entered here are automatically added to the appropriate B-2 lines. For each adjustment, enter just one cost report line number in column 3. You may type in or select the number from the drop down menu in each cell.

SCHEDULE B-5, PAGE 18

Line 1 uses formulas to bring in the expenses BEFORE B-5 adjustments. The button marked "PUSH THIS BUTTON BEFORE FILLING OUT THIS SHEET!!!" must be pressed AFTER completing Schedule B-2, and BEFORE Schedule B-5 is filled out. Otherwise, the schedule B-5 will not calculate correctly.